TeamWorks Travel and Expense System Implementation Overview

12 Weeks Out
- Kick Off Meeting
- Confirm Workflows

10-12 Weeks Out
- Agency provides Data Lists to SAO
- Agency verifies employee data

8 Weeks Out
- Agencies provide requisite data and lists to SAO
- Agency reviews Expense Mapping for TTE

4 Weeks Out
- Agencies reviews TTE Standard Reporting
- Agency begins communications to employees

3 Weeks Out
- Local Travel Admin. and Back Office Training
- System Testing

1-2 Weeks Out
- Traveler and Approver Training Webinars
- UAT Testing

GO LIVE Week
- Traveler and Approver Training
- Weekly Status calls begin

1-3 Weeks Post Live
- Q&A Webinars
- 4 TTE Webinars available each month
- Weekly Status calls